

Council Tax Department  
Newcastle under Lyme Borough Council  
Castle House  
Barracks Road  
Newcastle under Lyme  
Staffordshire  
ST5 1BL



\_\_\_\_\_  
Your Full Name:

\_\_\_\_\_  
Your Current Address:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Property Ref: \_\_\_\_\_

Account Ref: \_\_\_\_\_

Benefit Ref: \_\_\_\_\_

**FOREIGN DIPLOMATS, UK OR VISITING FORCES EXEMPTION**

Full name of all occupiers.	Is this person a student?
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Are you a Foreign Diplomat  Yes  No

Are you a member, or a dependant of a member of visiting forces?  Yes  No

Are you occupying a property provided by the Secretary of State for Defence as living accommodation for the UK Armed Forces?  Yes  No

**Please provide documentary evidence of the above.**

**DECLARATION**

*I declare that the information given on this form is correct to the best of my knowledge and that there are no other changes to my circumstances. I am aware that to make a false statement is a serious offence and it is the Council's policy to prosecute where any statement can be proven to be false. In certain circumstances a penalty may be imposed where a false statement leads to a loss by the Council.*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Customer Hub Officer)

**Please upload completed form to: <http://www.newcastle-staffs.gov.uk/counciltaxdocumentupload>**

General Data Protection Regulations: Your right to privacy is very important to us and we recognize that when we collect, use or store your personal data you trust us to act in a responsible manner. For a full explanation of how Newcastle under Lyme Borough Council uses your data and what your rights are, please read our privacy notice at <https://www.newcastle-staffs.gov.uk/all-services/advice/privacy-notice>